

~~SECRET~~DDA 86-1141
20 June 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 20 June 1986

FILE: 100-15

25X1 1. On 13 June, the DCI Personal Service Award was presented to [redacted] in recognition of [redacted] unselfish and compassionate assistance to a terminally ill Office of Communications (OC) employee and his family.

2. Improvements in the Office of Information Technology's (OIT) message network have enabled OIT to deliver cables at unprecedented rates. For the first time in recent memory, we are keeping up with the workload and delivering cables immediately.

3. At the request of Congressman Brooks, Chairman of the House Government Affairs Committee, the Office of Information Services (OIS) reviewed H.R. 4858, a bill introduced by Representative Snowe to amend the Freedom of Information Act (FOIA) to exempt the design and construction of U. S. embassies. OIS recommended that we support this legislation and, moreover, that a provision be included to protect similar information relative to the residences of Embassy employees.

25X1 5. On June 20, the Office of Logistics (OL) completed the preparation of room 1A34, Headquarters, to house [redacted]

25X1 6. The Office of Finance (OF) and DOS have implemented a new reporting system that provides a more accurate, timely and secure method of obtaining the reimbursement charges for Agency employees receiving training at the Foreign Service Institute.

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S E C R E T

7. The Office of Training and Education (OTE) has several training activities under way in connection with the Agency's new secretarial program:

- OTE and DO personnel are discussing FY 1987 programs for secretaries and other administrative support personnel outside the local area.
- Invitations have been sent to selected Agency Executive Secretaries for the 14 - 22 July pilot running of the Intelligence Issues Course.
- OTE will meet with representatives from local schools on 24 June to exchange information about secretarial training.

8. A clerical recruitment trip to St. Louis for typists and stenographers resulted in 151 attendees at a two-day presentation. One hundred thirty-five were provided Personal History Statement packets.

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10. Office of Medical Services (OMS) and OC have designed a basic course for new OC employees and their spouses on stress management. Plans are under way to expand that program to assist all OC employees.

11. OL reports that the 2 June issue of the Washington Business Journal contained a short article titled, "Top Secret," which revealed the Agency's impending move to Reston and General Electric's move to another facility. The reporter had no official confirmation but reported it as "the word around town."

12. High asbestos contamination caused the Department of the Treasury's Washington Financial Center to be evacuated last week. OF established long- and short-term contingency plans to transfer Agency operations to other centers. Fortunately, the evacuation lasted only one-half day with no significant disruption to operations.

S E C R E T

13. The status of the renovation project for the Counterterrorist Center located in 6F, 2G, and 6E corridors at the Headquarters Building, is as follows:

(1) Phase I, 6F corridor, was completed on 22 May.

(2) Phase II, 2G corridor, will be completed no later than 27 June. Construction is approximately 85 percent complete.

(c) Phase III, 6E corridor, will be started approximately 7 July, and is scheduled for completion by 28 July.

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William F. Donnelly

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ORIG:DA/Plans [redacted] tp:20 June 86 [redacted]

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